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City History Club;— N.Y.

General Organization Rules.





Class F128

Book C59





General Organization Rules

OF THE

CITY HISTORY CLUB

OF

NEW YORK

A YOUNG PEOPLE'S CIVIC ALLIANCE



Office and Club Rooms, 21 West 44th Street

THE CITY HISTORY CLUB OF NEW YORK

21-23 West 44th Street

President,	- - -	MRS. ROBERT ABBE
First Vice-President	- -	DR. GEORGE F. KUNZ
Second Vice-President	-	DR. EDWARD HAGAMAN HALL
Recording Secretary	- -	MRS. DATUS C. SMITH
Treasurer	- - -	MRS. E. CLARK TRACY

TRUSTEES

THE OFFICERS AND

Mrs. Emil L. Boas	Prof. Henry P. Johnston
Mr. John D. Crimmins	Mrs. Janvier Le Duc
Mrs. Horace E. Deming	Prof. Herbert L. Osgood
Dr. John H. Finley	Miss Mary J. Pierson
Dr. Elgin R. L. Gould	Miss Emma G. Sebring
Mr. Francis W. Halsey	Miss Clara B. Spence
Mrs. A. Barton Hepburn	Dr. Talcott Williams
Miss Elsie Hill	General Stewart L. Wood

Corresponding Secretary

MISS ELSIE HILL

Superintendent

DR. FRANK BERGEN KELLEY

General Organization Rules

OF THE

CITY HISTORY CLUB

GENERAL ORGANIZATION

The City History Club of New York was founded in 1896 to develop a better and more intelligent citizenship by means of the study of city history and government and the organization of self-government clubs.

The affairs of the organization are directed by the Officers, a Board of Trustees and standing and special committees.

Members of the local clubs are united in an effort to increase interest in the history of their neighborhoods, respect for landmarks, and knowledge and use of the opportunities afforded by the city itself; seeking thus to establish a foundation for civic responsibility and a better realization of the ideals of the government under which we live.

LOCAL ORGANIZATION

The classes and self-governing clubs, organized by or in affiliation with the CITY HISTORY CLUB, are numbered in the order of their establishment and named by themselves for some favorite or famous character or place appropriate to the locality where they meet. Thus the DeWitt Clinton City History Club No. 229 is the 229th club organized and meets at the DeWitt Clinton High School.

Four sorts of clubs are recognized by the CITY HISTORY CLUB:

- I. ACTIVE CITY HISTORY CLUBS.
- II. ALLIED CITY HISTORY CLUBS.
- III. ACTIVE CIVICS CLUBS.
- IV. ALLIED CIVICS CLUBS.

There is also the ALUMNI ASSOCIATION of the CITY HISTORY CLUB.

ACTIVE CITY HISTORY CLUBS

1. These may be organized by the Superintendent of the CITY HISTORY CLUB in any settlement, church, school, library, or other institution, and

* Even in elementary instruction, the relation between *history* and *civics* may be shown. A knowledge of conditions necessitating the establishment of various civic departments and institutions arouses interest in proper administration.

put in charge of one of the regular C. H. C. Leaders; or they may be organized by the headworker, pastor, principal, etc., of such institution and put under the charge of some one approved by the same; or a class or club already organized may pursue the study of City History for part of its work.

2. Members are expected to pursue the definite study of local history and follow in a general way the lessons outlined in the Club TEACHERS' HAND BOOK.

3. The Club Leader is to send a *monthly report blank*, properly filled out, to the Superintendent at the end of each month. These reports are necessary in order that the general officers may keep in touch with the work. Reports and communications not confidential are kept on file at the Club room and are open to inspection. They are tabulated for general comparison and the results posted.

Occasionally a directory of all the clubs with their time of meeting is sent to members of THE CITY HISTORY CLUB.

4. Each club, unless excused, has some degree of self-government, and should spend a portion of each meeting in a business session to learn the elements of parliamentary procedure. A model form of Constitution and By-Laws may be found on p. 4, which may be modified to suit conditions. A copy should be sent to the Superintendent together with a list of the names and addresses of the enrolled members, the officers being designated. This list should be corrected from time to time.

The Leader and members should wear the *Club badge* at meetings and on excursions, or wherever members represent the Club. It is well to have a simple ceremony when new members are enrolled that the meaning of the emblem may be explained before it is presented. The purpose of the badge is to establish *esprit de corps* among all the members. Often the Superintendent aids in the installation of a new club, giving a brief lantern talk to inculcate interest in local history as well as to explain the purpose and methods of the organization.

6. A *Penny Tax*, consisting of one cent per meeting for each enrolled member, is to be collected regularly and turned over, upon request, to the Treasurer of the CITY HISTORY CLUB. The money thus contributed is to be used for memorial purposes. Through this means the McGown Pass tablet in Central Park was made possible. It is planned now to preserve and mark with tablets the city milestones, the care of which has been entrusted by the City to the children of the CITY HISTORY CLUB and the Public Schools.

The matter of other dues is left to the discretion of each club.

7. Each Club is expected to send to the District Meetings one or more delegates or alternates prepared to report on work done or planned (see

p. 5). Representatives may also be invited to general meetings at the Clubroom.

8. Meetings are usually open to visitors, and from time to time the Superintendent or his associates will visit the clubs. Hence any change of the time or place of meeting should be sent to the Club office.

9. Each club is expected, unless excused by the Superintendent, to prepare note-books, essays, etc., for the Annual Exhibition, full announcements for which, including terms as to the competition for club banners and individual rewards and certificates, are published and supplied to Club Leaders.

11. Each club should be taken on one or more historical excursions during the year, there should be rehearsal of the Club songs, and special open meetings are recommended, when parents of members or other clubs are invited. At these meetings historical and patriotic recitations and essays may be given, the Club and national songs sung and a debate or a historical play presented. The settlement workers, or other authorities, should always be consulted as to these meetings and invited to be present.

12. When any club disbands, or its members are forced to leave, the Leader should offer a card of membership to all in good standing, recommending them to the courtesy of other City History Clubs or the Alumni Association.

ACTIVE CIVICS CLUBS

The rules for Active History Clubs will prevail, except that the study of civics, particularly of *municipal government and administration*, will take the place of history. There will be special union meetings of Civic Clubs at which men, prominent or interested in civic work, will be requested to speak. There will be discussion of topics of civic interest, and written work along the same line should be presented for the Annual Exhibition. Excursions will be taken to the City Hall, government institutions, etc.

A SYLLABUS OF THE GOVERNMENT OF NEW YORK CITY is being prepared for teachers and Club Leaders, which it is hoped soon to publish.

ALLIED CITY HISTORY CLUBS

In order to meet the needs of clubs which desire to enter into co-operation with the CITY HISTORY CLUB without pursuing its regular course of study or conforming with the above regulations, the Club announces that it will be happy to enter into affiliation with clubs whose work is on similar lines on the following terms :

1. Such organizations must be non-partisan and non-sectarian ; should, in so far as conditions permit, be self-governing, and when making application for such alliance should state clearly in writing their objects and methods of work.

2. The Leader should send an annual report to the Superintendent before the Annual Meeting of the CITY HISTORY CLUB.

3. Each Allied Club may send one or more delegates to the Annual Meeting.

4. Allied Clubs may purchase at Club rates the material used by Active Clubs and may exhibit their work at the Annual Exhibition; but they may not compete for the banners, rewards or certificates offered by the Club, with the exception of the cup offered for singing. This exception is made at the wish of the donor.

5. Members of the Allied Clubs may be invited to the Annual Entertainments, the Exhibition and other public events provided by the Club.

6. Members may purchase and wear the Club badge, but they shall not be eligible to membership in the Alumni Association.

7. Allied Clubs meeting within the limits of New York City must pay annual dues of one dollar to the Treasurer of the CITY HISTORY CLUB, which will entitle the club to one Contributing Membership ticket, the privileges being transferable to any member of that club.

8. Allied Clubs meeting outside the limits of New York City need pay no fee for registration. They may secure Club material at the reduced rates and the Leader may, if he so chooses, take a Teacher's Membership (not transferable) for one dollar.

ALLIED CIVICS CLUBS

Rules for these clubs are the same as for Allied History Clubs.

It seems very desirable that Civics Clubs should be organized in upper Grammar School classes and in High Schools. As the regular teachers must generally direct such school clubs, and as it may be difficult for such teachers to come into active relationship with the CITY HISTORY CLUB, the rules for alliance will leave the teacher free to pursue any individual plans. But the proposed Club SYLLABUS OF CITY GOVERNMENT, which it is hoped to put on the Supply List of the Public Schools should be of assistance. Two other Club leaflets, "Graphic Views of Government" (explaining through simple diagrams the relations of the national, state and city governments, price ten cents), and "Leaflet No. I. An Old Excise Law and The Currency of New Amsterdam" (price five cents) may be found useful.

MODEL FORM OF CONSTITUTION

ARTICLE I.—This Club shall be called
(historic name to be chosen by the members). No. (the number to
be supplied by the Superintendent) of the CITY HISTORY CLUB of New
York.

ART. II.—Its object shall be the study of the history or government of New York, with a view to good citizenship.

ART. III.—Membership (to be decided by the Leader and members).

ART. IV.—Officers (ordinarily consisting of President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Librarian to care for note books and supplies, Reporter, and various committees; elections, terms of office, etc.

ART. V.—Meetings (time and place).

ART. VI.—Quorum.

ART. VII.—Amendments.

BY-LAWS

ARTICLE 1. Order of Business.

ART. 2. Methods of Study, Excursions, etc.

ART. 3. Dues (in addition to the penny tax).

ART. 4. Discipline.

ART. 5. Rules of Order, etc., etc.

One copy of the Constitution and By-Laws should be kept by the Secretary and another mailed to the Superintendent.

CLUB LEADERS

The teacher of the class or director of the club is known as the Leader.

Paid Leaders receive regular compensation for their services.

Volunteer Leaders receive no compensation although occasionally they may be reimbursed for carfare and other expenses incurred.

Junior Leaders are recent members of clubs who are temporarily assigned by the Superintendent to carry on Club work on trial. They may become regular Leaders after successful experience and the passing of an examination in City History, Civics and Club Methods.

All Leaders of Active Clubs are entitled to a set of the material issued to members of clubs, and they receive complimentary tickets entitling them to Contributing Membership privileges during their active service.

They are also entitled to a complete set of the Excursion Leaflets, the Teachers' Handbook and Civics Syllabus, the Club Game, Civics Leaflets and a copy of the music of the Club Song.

Leaders of Active Clubs are expected to attend the regular Leaders' Meetings (held about four times a year), to be present and aid at the Annual Entertainment, the Exhibition and at the District Meetings of their districts. They are expected to carry out the rules for Active Clubs, send in the monthly reports and take charge of the Penny Tax. Paid Leaders should send in their bills promptly and be prepared to make special reports to the Supporters of their respective Club. Leaders of Allied Clubs are invited to Leaders and District Meetings, and are expected to attend the Annual Meeting of THE CITY HISTORY CLUB.

DISTRICT MEETINGS

District Business Meetings will be held three times a year at convenient centers. All Active Clubs will be requested to choose two delegates and two alternates who are to bring proper credentials supplied by the District Leader to the business meetings of their respective districts.

At these meetings plans will be made for District Entertainments and other matters of interest to the district. The District Leader will be appointed by the Superintendent; the Chairman and Secretary will be elected by the delegates, each club being entitled to two votes.

The District Leaders, Chairmen and Secretaries, together with the President and Secretary of the Alumni Association and the Superintendent and Corresponding Secretary of the CITY HISTORY CLUB shall constitute a Council which shall meet at the Clubroom on the call of the Superintendent to plan the general scheme of District Meetings and Entertainments of the Club. The Superintendent or President of the Club shall preside.

Each District shall arrange for one or more District Entertainments to which may be invited all the members of the clubs assigned to the district. Members of Allied Clubs may be invited but they shall have no vote in the business meetings.

The program of the District Entertainments shall consist of music, reports from the clubs represented, and recitations, essays, debates, or plays, which should have some bearing on local history or government. Occasionally an outside speaker may be engaged and parents and friends of members may be invited.

Meetings of delegates from all the Districts may be held at the call of the Superintendent.

CELEBRATIONS AND PUBLIC MEETINGS.

November 25, Evacuation Day, is generally celebrated by an outdoor meeting around the Club Tablet at McGown's Pass in upper Central Park.

February 22, Washington's Birthday, is observed by the Annual Entertainment. The program usually consists of music, an illustrated lecture or a short dramatic entertainment and addresses.

The Annual Meeting at the end of the Club year, when reports are made and an address on Club work is given to the supporting members of the Club.

The Exhibition is held usually at the same time. Here are shown the note books, essays and other work done by the members as well as the graphic methods employed by the Leaders. Banners, certificates and other awards for excellence are presented to clubs and individual members. Usually a leader gives an exhibit with his club of their actual club life.

EXCURSIONS

Historical interest may be stimulated by visits to historic scenes or the inspection of old-time houses, furniture and other relics. The CITY HISTORY CLUB has published a series of twelve *Excursion Leaflets*, covering points of historic interest in all the Boroughs. These are mapped and illustrated, and they will soon be combined in a *Historical Guide Book of New York*. The separate leaflets are on the Supply List of the Board of Education.

Leaders are urged to take their clubs on as many of these excursions as possible and encourage the writing of brief accounts of the trips.

PHOTOGRAPHS

Many of our members are amateur photographers, and it is hoped to enlist others with a view to securing pictures of historic buildings, tablets, copies of pictures, etc., for note-books and lantern slides. For the last-named purpose a strong negative, either glass or film, is necessary. It is suggested that all such negatives submitted limit the important part of the picture to the requisite size (3 x 3 inches), and that with the negative a blue print be sent to the Superintendent, signed with the name and address of the sender. The negative may be returned.

LANTERN LECTURES AND SLIDES.

The *Teacher's Handbook* contains a list of lectures on City History and Civics which may be illustrated by slides, of which the Club owns about 2,500. There are two Club stereopticons, which may be operated either with oil or calcium light. These may be hired, together with slides, by Leaders of allied clubs. Leaders of active clubs may have the occasional use of these on payment of the necessary expenses for gas and transportation. Some of the Alumni are successful operators, and their services may be secured for a small fee. The Club can supply the amateur lecturer with slides and outlines of historical or civic lectures, or he may select his own slides. Applicants should in any case arrange several days in advance for the use of slides and apparatus, and must be personally responsible for the carriage and safe return of material used.

TRAVELING LIBRARIES

The Traveling Library Department of the New York Free Circulating Library will supply any class with a set of about forty books and pamphlets on City History and Government. These sets may be secured on application to the Librarian, 190 Amsterdam avenue. The books will

be sent in a box to the Club address and called for on notification to the librarian.

With the books will also be sent a catalogue, with prices of the same (in case of the loss of a book). Teachers must be personally responsible for these books, and therefore should see that they are given out and returned only at club meetings, being safely secured in the interval. In some cases club librarians are appointed to assist in the distribution and in filling out the monthly circulation blanks. A personal interview with the librarian may lead to an extension of the list, that reference books may be included.

GAMES AND SOCIAL LIFE IN THE CLUB

Care must be taken to avoid formal class-room methods, particularly as so many children come directly from school to club meetings. All teaching should be graphic and interesting and every attempt should be made to bring out the learner's knowledge and judgment. The *City History Club Game* has been found helpful in stimulating interest and healthful rivalry. It is composed of sixty-four cards, each containing five facts about local history and geography, and is played like the game of Authors. Guessing games, employing historical pictures (the titles hidden), dissected maps of New York or the separate boroughs, or dissected historical pictures or souvenir postal cards (made by pasting pictures and maps on cardboard and then cutting them out) can be prepared by the ingenious Leader or Games Committee. Samples of such games may be seen at the Club office. The out-door Excursions give special opportunities to add recreation to instruction. Scouts may be appointed to gather information *en route*. Stories may be told on the sites of historic events, different members taking the part of the chief characters concerned, and in the less frequented localities, such as Cold Spring at the north end of Manhattan (see *Excursion No. IV*), some of the historic scenes may be reproduced.

Open meetings give the opportunity to prepare a program consisting of Club songs, historical recitations, history matches (played like a spelling-match) and historical plays.

DRAMATICS

All club workers now recognize the value of Dramatics as a means of recreation. Carefully prepared dialogues and plays make past events vivid to the child, arouse his latent power of self-expression and develop the spirit of co-operation and effort toward a common end. Such plays are especially useful in work with the younger club members, and may be successfully given, even without scenery or costumes, for the entertainment at district or open meetings.

LIBRARY OF CONGRESS



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